

Sussex Regional High School



Student Handbook

Principal: Lori-Ann Lauridsen

Vice Principals: Rachel Bennett & Stephanie Chaisson

Mission: Sussex Regional High School strives to support and educate the whole learner by creating a positive, inclusive environment where each person is accountable, respectful, involved and proud of their school community.

Motto: Vincit qui se vincit (To conquer, one must conquer oneself)

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School Calendar:

ANGLOPHONE SOUTH SCHOOL DISTRICT SCHOOL CALENDAR – 2021-2022

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>
September	6	Labour Day
	7 – 9	Students return through a staggered entry process scheduled by the school. Families will receive communication from the school.
	10	All students in school
October	11	Thanksgiving Day
	12-15	Registration for Students Entering Kindergarten in 2022-2023
November	11	Remembrance Day
	12	Report Cards Issued Grades 9-12
	19	No classes for students K-8 – Professional Learning Day
	19	No classes for students 9-12 – Parent/Teacher Interviews
	29	Report Cards Issued K-8
December	3	No classes for students K-8 – Parent/Teacher Interviews No classes for students 9-12 - Professional Learning Day
	23	Last Day of Classes (FULL DAY)
	24-31	Holidays
January	3-6	Holidays
	7	No classes for students K-12 - School Improvement Planning
	10	First Day for Students
	24-28	Assessment/Demonstration of Learning Week - High School
	31	Only No classes for high school students - Turnaround Day
February	1	No classes for high school students - Turnaround Day
	2	Semester 2 Begins - High School Only
	21	Family Day
March	7-11	March Break
	25	No classes for students K-8 – Professional Learning
April	11	Report Cards Issued K-12
	14	No classes for students K-12 – Parent/Teacher Interviews
	15	Good Friday
	18	Easter Monday
May	6	No classes for students - NBTA Council Day – Provincial
	9	No classes for students - NBTA Branch Meeting Day
	23	Victoria Day
June	13-17	Assessment/Demonstration of Learning Week - High School Only
	20-24	Learning Outcomes Course Recovery Week - High School Only
	24	Last Day for Students – Final Report Card Day (K-12)

Bell Schedule:

Monday, Wednesday, Friday

8:35 – 9:40	O'Canada, Announcements, Period 1
9:40 – 9:50	Class Movement
9:50 – 10:50	Period 2
10:50 – 11:00	Class Movement
11:00 – 12:00	Period 3
12:00 – 1:00	Lunch
1:00 – 2:00	Period 4
2:00 – 2:10	Class Movement
2:10 – 3:10	Period 5

Tuesday, Thursday

8:35 – 9:35	O'Canada, Announcements, Period 1
9:35 – 9:45	Class Movement
9:45 – 10:40	Period 2
10:40 – 10:45	Class Movement
10:45 – 11:07	Connection/G3/Study Hall/Homeroom
11:07 – 11:15	Class Movement
11:15 – 12:10	Period 3
12:10 – 1:10	Lunch
1:10 – 2:05	Period 4
2:05 – 2:15	Class Movement
2:15 – 3:10	Period 5

Revised Sept 7th, 2021

Guidance: Mrs. Elaine Cameron (Gr 9, 11 & 12) & Mrs. Rachel Bennett (Gr. 10)

Students can schedule appointments to see an available guidance counselor in the guidance area. All students must make an appointment to see a guidance counselor. Students are encouraged to review information pertaining to graduation requirements, scholarship information and course registration in the guidance area. Course registration formally begins early second semester. Information sessions for both students and parents will be offered. The course registration handbook can be found on our school webpage or in guidance.

New Brunswick High School Graduation Requirements

New Brunswick High School Graduation Requirements

Grads of 2022

➤ **Minimum of 17 credits which include the following 7 compulsory courses:**

- English grade 11 (**2 credits**)
- English grade 12 (**1 credit**)
- Financial and Workplace Mathematics 11 or Foundation of Mathematics 11 (**1 credit**)
- Modern History grade 11 (**1 credit**)
- Science (**1 credit**) from:

- | | |
|-------------------------------------|---|
| ○ Automotive Electrical Systems 120 | ○ Introduction to Environmental Science 120 |
| ○ Biology 11 | ○ Physics 11 |
| ○ Chemistry 11 | ○ Physical Geography 110 |
| ○ Human Physiology 110 | ○ Robotics and Automated Technology 120 |
| ○ Introduction to Electronics 110 | |

✓ **Fine Arts/Life Role Development (1 credit) from:**

- | | |
|--|---|
| ○ Automotive Electrical Systems 120 | ○ Metals Processing 110 |
| ○ Cooperative Education 120 | ○ Metals Processing 120 |
| ○ Culinary Technology 110 | ○ Mill and Cabinet Work 120 |
| ○ Culinary Technology 120 | ○ Music 11/12 |
| ○ Electrical Wiring 110 | ○ Outdoor Pursuits 110 |
| ○ Entrepreneurship 110 | ○ Physical Education Leadership 120 |
| ○ Framing and Sheathing 110 | ○ Power Train and Chassis 110 |
| ○ Goals, Growth & Grit: Skills for Success 120 | ○ Reading Tutor 120 |
| ○ Graphic Art & Design 110 | ○ Residential Finish 120 |
| ○ Housing and Interior Design 120 | ○ Theatre Arts 120 |
| ○ Individual and Family Dynamics 120 | ○ Tune-up and Emissions 120 |
| ○ Internal Combustion Engines 110 | ○ Visual Arts 11/12 |
| ○ Introduction to Applied Tech 110 | ○ Wellness through Physical Education 110 |
| ○ Metals Fabrication 110 | |

- Students must have an English 12 and a minimum of four other grade 12 credits.
- Students must meet the requirements of the prescribed common curriculum of the 9/10 program as outlined in the Grade 9/10 Companion Document.
- Success on the English Language Proficiency Assessment (ELPR) is required.
- Students who are unsuccessful in grade 9, will have the opportunity to rewrite in their grade 11 and 12 year. Candidates are provided further support in grade 10.

New Brunswick High School Graduation Requirements

Grads of 2023 and 2024

➤ **Minimum of 18 credits which include the following 8 compulsory courses:**

- English grade 11 (**2 credits**)
- English grade 12 (**1 credit**)
- 2 credited math courses (**2 credits**)
- Modern History grade 11 (**1 credit**)
- Science (**1 credit**) from:
 - Automotive Electrical Systems 120
 - Biology 11
 - Chemistry 11
 - Human Physiology 110
 - Introduction to Electronics 110
 - Introduction to Environmental Science 120
 - Physics 11
 - Physical Geography 110
 - Robotics and Automated Technology 120

✓ **Fine Arts/Life Role Development (1 credit) from:**

- Automotive Electrical Systems 120
- Cooperative Education 120
- Culinary Technology 110
- Culinary Technology 120
- Electrical Wiring 110
- Entrepreneurship 110
- Framing and Sheathing 110
- Goals, Growth & Grit: Skills for Success 120
- Graphic Art & Design 110
- Housing and Interior Design 120
- Individual and Family Dynamics 120
- Internal Combustion Engines 110
- Introduction to Applied Tech 110
- Metals Fabrication 110
- Metals Processing 110
- Metals Processing 120
- Mill and Cabinet Work 120
- Music 11/12
- Outdoor Pursuits 110
- Physical Education Leadership 120
- Power Train and Chassis 110
- Reading Tutor 120
- Residential Finish 120
- Theatre Arts 120
- Tune-up and Emissions 120
- Visual Arts 11/12
- Wellness through Physical Education 110

- Students must have an English 12 and a minimum of four other grade 12 credits.
- Students must meet the requirements of the prescribed common curriculum of the 9/10 program as outlined in the Grade 9/10 Companion Document.
- Success on the English Language Proficiency Assessment (ELPR) is required.
- Students who are unsuccessful in grade 9, will have the opportunity to rewrite in their grade 11 and 12 year. Candidates are provided further support in grade 10.

The Work Room – Career Development Center:

The work room provides one on one support to students and community members in the following areas:

- Job search tips
- Career search assistance
- Resume and cover letter writing
- Post-secondary training and opportunities
- Scholarship information

Hours of operation: 8:30 - 4:30 on Wednesday, Thursday and Friday

Website: <http://www.careerthatwork.ca/>

Resource Team:

Mrs. Wallace - SPR

Mrs. Douglas

Mr. Harding

Mrs. Kyle

Mrs. Yerxa

General Information:

Student Fees:

An annual \$40.00 student is levied each year by the Student Leadership Team which funds many clubs, teams, assemblies, leadership activities, and scholarships. Please find the link to School Cash Online on our website to pay.

Learning Commons:

Open daily from 8am-4pm Monday-Friday. Additionally, this is a space open to students for them to work individually or in groups on any academic subject Tuesday afterschool from 3:30 - 4:30. The area is supervised by at least one teacher and visited by other staff for support.

Attendance Matters

Students at Sussex Regional High School are expected to be in school, on time and prepared for class. Should a student be absent from school, it is their responsibility to get caught up on any work missed. A written excuse will be expected by the teacher upon their return to school. The student will be required to make arrangements with subject teachers to make up any missed assessments.

- A missed school day is a lost opportunity for students to learn.
- At 5 classes missed, a teacher will be contacting home and speaking with a parent/guardian.
- After 10 classes missed guidance/administration will be making contact.

Emergency Procedures:

Students and staff will practice fire drills, bus evacuation, lock down and evacuation procedures within the school year.

Academic Protocols:

Report Cards

Formal report cards are issued twice each semester. Many teachers also provide informal interim reports. Parent-teacher interviews are scheduled each semester.

Academic Distinction

At the end of each school year student averages are calculated to determine academic standing. To achieve **Honours** a student must have attained a minimum overall average of 80%. To achieve **Honours with Distinction** a student must have attained a minimum overall average of 90%. Students must be enrolled in a full complement of courses. If a student receives an INC (incomplete) in a course, they will be ineligible.

To determine the salutatorian and valedictorian the final average of all credited courses is calculated.

Each school year the top 15 students are recognized for each grade level.

If a student has an incomplete for a final mark, they are not eligible for these distinctions.

Final Assessments

Final assessments will occur at the end of each semester. The format and value of the final assessment will be determined by the teacher and communicated to the students at the beginning of the semester.

Exemption Policy

Student will not be able to exempt final assessments in the 2021-2022 school year.

Behavioral Standards and Expectations:

SRHS sets clear standards and expectations for behavior, and promotes academic and behavioral success for all students in which learning and safety are central. The focus is on the development of positive student behavior; however, the school also has a mandate to protect the safety of all individuals within the school system, and to take appropriate action whenever that safety is threatened or compromised.

Application

The behavior standards established by SRHS apply to all individuals within the building and are designed to create and maintain a positive learning and working environment. These expectations also hold true while students are traveling on the school bus, partaking in field trips or on any other school school-sponsored event. The implementation and enforcement of these expectations is a cooperative effort among students, parents, and

the staff of SRHS. The roles and responsibilities of each member of the school community are critical to this process.

Guiding Principles for a Positive Learning and Working Environment

A positive learning and working environment is one in which:

- everyone in the school community is treated with respect and dignity;
- policies, expectations, and practices are clearly communicated to everyone;
- parents/guardians, staff and the community understand that social skills, self-discipline, compassion and ethics continue to be learned throughout life. Each of these partners³ plays a role in teaching appropriate behaviors through instruction and by example;
- students are educated about the expectations of the school learning community; and
- students are taught the skills, attitudes and values essential for success and are consistently required to demonstrate expected behaviors

Respectful Use of Technology in the Classroom

Cell phone use can hinder instructional time or class conversation segments within the classroom. Students should only be using this technology when their teacher allows it for research purposes. Misuse of the cell phone will be addressed by the teacher, parents will be contacted, the phone may have to be placed by the student in a secure and visible area until the end of the class and if the misuse continues the behavior will be dealt with in the office. Students will follow school wide technology expectations. (See Policy 311 form at the end of this document)

Assignments & Completing work

Work and assignments are to be completed on time and passed in on the given due date. If students are unable to finish an assignment within the provided time, they are encouraged to use the extension form as provided by the teacher prior to the due date. In the case the student does not pass in the assignment on time and does not use the extension form, a student must come to a classroom for up to 1 hour to complete the work. (See form at the end of this document)

SRHS Administration

The Administration, with the support and guidance of the Parent School Support Committee, take a leadership role in the daily operation of a school.

Staff

The Staff of SRHS are expected to work in a professional and collegial manner in order to build a quality learning community, maintain order, maximize learning and hold everyone to the highest standard of respectful, responsible behavior. Staff uphold these high standards when they:

- consistently teach & model the expectations with all students at all times;
- help students work to their full potential, develop their self-worth and prepare students to become productive members of society;
- communicate regularly and meaningfully with parents in a way that builds the parent-teacher partnership in education; and
- collaborate with administrators and parents to develop effective *Positive Support Plans* for students experiencing significant behavioral difficulties.

Students

The New Brunswick Education Act outlines the duties of a pupil and categorical instances of improper conduct. Both of which are defined below.

Duties of Pupils

14(1) It is the duty of a pupil to:

- a) participate in learning opportunities to his or her potential,
- b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
- c) attend to assigned homework,
- d) attend school regularly and punctually,
- e) contribute to a safe and positive learning environment,
- f) be responsible for his or her conduct at school and while on the way to and from school,
- g) respect the rights of others, and
- h) comply with all school policies.

Improper Conduct

22(1) Where a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.

22(2) Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

22(3) Where a person, in or on school property,

- a) uses threatening or abusive language, or
- b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property, that person commits an offence punishable under Part II of the Provincial Offences Procedure Act as a category C offence.

Furthermore, students are expected to act in a manner which protects the safety and learning of all. To meet the behavioral standards and expectations established by the district, students must:

- come to school prepared, on time and ready to learn;
- show respect for: themselves and others; rules and authority; learning and teaching; school and personal property; and, the school and community environment;
- follow established rules, procedures, expectations and staff directions;
- complete assignments and produce quality work up to one's potential; and
- be accountable for personal actions and the positive resolution of problems
- being active in our school community.

Parents/Guardians

Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment. Parents fulfill this responsibility when they:

- communicate regularly with the school and share pertinent information which impact their child's education such as illness, travel, extended absences, medical conditions, family situations, etc;

- contact the teacher if there are questions or concerns about classroom procedure(s), curriculum, or any incident involving their child;
- ensure that their child attends school regularly and on time
- encourage and assist their child in following the rules of behavior; and
- collaborate with teachers and administrators in dealing with disciplinary issues to develop effective *Positive Behavior Support Plans* if their child is experiencing significant behavioral difficulties.

Behavioral Standards & Expectations

Within the school learning community, all staff, students, parents and other partners are required to:

- treat one another with dignity and respect at all times;
- show respect for school property and the property of others;
- comply with all applicable school rules and laws;
- demonstrate honesty and integrity; and

Attendance Policy

See ASD – S attendance policy

Vaping Policy

ASD-S is going to undertake a system-wide comprehensive approach to reduce vaping on school property, school buses and within school buildings.

Policy 311 See form on next page that must be completed by each student

The New Brunswick Department of Education Student Use of Computer, Computer Related Technology and Network Acceptable Use General Guidelines

By accepting the use of the School District's computers, computer related resources and the network, the student and his/her parent/guardian agree to abide by the rules set out by the Department of Education, the District, the School and the Teachers. This is a summary of the Acceptable Use Policy, a full text version of Acceptable Use Policy 311 can be viewed online at <http://www.gnb.ca/0000/pol/e/311A.pdf> or by contacting your child's school for a paper version.

*Students and parents/guardians should carefully read and discuss pages 1 and 2 of the acceptable use agreement. **Both** student and parents must sign and return page 2 of the document before access to computers, computer related resources and the network will be provided.*

The Department of Education maintains:

- ✚ that technology is an important part of a 21st Century education and acknowledges it is an essential tool for both teaching and learning;
- ✚ that providing greater access to computers and computer related resources will enhance student learning, support innovation and better prepare graduates for the workplace;
- ✚ students should use school district provided computers and related resources for their school work, and must do so in a safe and responsible way;
- ✚ student access to a wealth of online resources will enrich learning opportunities and encourage greater global collaboration;
- ✚ student use of school district computers and other technology is a privilege, not a right and understands that any privilege can be taken away;
- ✚ parents and guardians have an important role to play in ensuring their children use the school district's computers safely and responsibly;
- ✚ **and reserves the right to monitor and inspect at any time, and without prior notice, any and all usage of school district computers (desktops/laptops/netbooks).**

The New Brunswick Student with the knowledge of his/her Parent/Guardian agrees to:

- ✚ avoid all activities, as well as any actions that go against the *Department of Education Policy 311 Acceptable Use of ICT*;
- ✚ respect other individuals, their personal privacy, and to not communicate personal information about another person;
- ✚ not to divulge personal information about themselves to unknown sources on the internet without parental permission;
- ✚ not to download or publish offensive, defamatory, discriminatory, hateful, violent, indecent or racist words or images;
- ✚ not to use the computer equipment for advertising, propaganda, harassment or threats;
- ✚ respect copyright and to avoid plagiarism and pirating activities, such as the illegal reproduction of music, games, software and files;

- ✚ respect security measures established by the Department of Education/District and to respect the privacy of access codes and passwords and to avoid learning or using another person’s access code and password;
- ✚ avoid any actions that may introduce or spread viruses, and that would cause the unauthorized alteration or destruction of data and files;
- ✚ while at school to avoid excessive or unnecessary personal use of computer resources, particularly the storage of unused information, using the Internet to listen to the radio or watch a television program, participation in discussion and chat groups, or the unauthorized use of Internet games not related to his/her learning;
- ✚ in BYOD designated school, students using own personal device must adhere to the *Department of Education Policy 311 Acceptable Use of ICT*.
- ✚ **It is understood that failure to follow rules will result in sanctions being imposed against the student, including the loss of access to computer (desktop/laptop/netbook) equipment privileges, network access and suspension or expulsion, depending on the seriousness of the actions.**

Acceptable Use Agreement

Student:

I understand that when using school computers (desktops/laptops/netbooks), computer-related technology and software, I must follow the rules outlined in the Department of Education Policy 311 Acceptable Use Agreement. This policy is available on line at <http://www.gnb.ca/0000/pol/e/311A.pdf>

I understand my responsibilities with regard to using computer equipment (desktops/laptops/netbooks) made available to me, and I am committed to the promises listed above.

I understand that if I do not follow the rules in this Agreement I may lose my computer privileges and face additional discipline and other appropriate action by the school or school district.

Student’s Name

Date

Parent or Guardian:

As a parent or guardian, I have read and explained the school’s computer and Internet rules to my child, and I authorize him or her to use those resources at school and at home. I am confident that he/she understands the agreement.

I understand that a failure to respect the rules may result in his or her loss of access privileges as well as disciplinary sanctions.

I understand that my child is required to comply with the rules in the Acceptable Use Agreement when he/she uses the school district’s computers, computer related technology and software. I have discussed this expectation with my child.

Parent’s or Guardian’s Signature

Date



Sussex Regional High School
55 Leonard Drive, Sussex, NB E4E 2P8
 Phone: 432-2017 Fax: 432-2613



Mrs. Lori-Ann Lauridsen
Principal

Mrs. Stephanie Chaisson
Vice Principal

Mrs. Rachel Bennett
Vice Principal

EXTENSION REQUEST FORM

Subject _____ Teacher Email _____
 Student _____ Assignment _____
 Date Assigned _____ New Due Date _____

STUDENT SECTION:

1. Why are you unable to complete the assignment on time?

2. Going forward, how will you ensure that deadlines are met? Check all that apply.

- Use class time more effectively
- Increase time studying/working at home
- Extra help from teacher
- Attend the Learning Centre
- Counselor visit
- Other: _____

PARENT/GUARDIAN SECTION:

3. Are you content with the explanations given by your child? Do you feel that their request for extension is justified? Other comments...

If you would like to schedule a meeting to discuss your child's progress please contact me at the provided email at your earliest convenience.

Extension Approved by Teacher _____

Student Signature _____

Parent Signature _____
